

January 18, 2012

A regular meeting of the Board of Water Commissioners was called to order by Chairperson Lucien Langlois at 12:00 noon. Commissioners present were Paul Poulin, Michael Caron, Terry Block and ex-officio member Mayor Grenier. Also present for this meeting was Superintendent Roland L. Viens and Lynne C. Lessard.

There was no Public – Board Comments.

It was moved by Commissioner Poulin, seconded by Commissioner Caron to accept the Minutes of December 21, 2011 and the Work Session held on December 1, 2011.

Under the Berlin Water Works Monthly Status Report dated January 12, 2012, Superintendent Viens reviewed the following with the Board:

1. For the record, we signed a three (3) year extension with Metropolitan Telecommunications (Met-Tel) for our phone services at the same rate and no increase.
2. Primex, our insurance company, has settled a claim with Kathleen Arsenault – 176 Madigan Street in the amount of \$6,322.⁰⁰ for alleged water damage to her basement due to water main construction work.
3. We received a check from Primex in the amount of \$13,897.⁷⁵ for damages due to lightning, to the generator at Godfrey Dam. We have not made repairs yet as we are waiting for Yves Zornio, Lee Carroll and Provan & Lorber to look at the entire E & I installation.
4. We received a phone call from Stephanie Ayotte of Brookfield Renewable Energy Group stating they were selected Business of the Year by Business NH Magazine. We had worked with them on several projects. Superintendent Viens provided her with a letter of recommendation. At the same time, also in the NH Business Review, HEB was selected as the Coolest Small Company for Young Professionals.
5. We finalized our change over from Unifirst to CINTAS uniforms. Fittings took place last week and will have the new uniforms on February 6th.
6. After discussing with the Board the water main break on Balsam Street, and other construction projects, It was moved by Paul Poulin, seconded by Mayor Grenier, with all in favor to allow the Superintendent to move forward to set up a pre application with NHDES for SRF funding. The Board does support future projects; however; this pre-applications does not require a commitment at this time.

It was moved by Commissioner Block, seconded by Commissioner Caron, with all in favor, to accept and place on file, the Berlin Water Works Monthly Status Report dated January 12, 2012.

It was moved by Mayor Grenier, seconded by Commissioner Poulin, with all in favor, to accept and place on file, the Cashier's Report for the month of December, 2011.

Under Old Business:

- a. HEB – 55 Willow Street Facility Upgrade Layout – Project Status: We are making progress. We have a dry roof over most of the building. We have given them about everything in the old office building except for the main business office and bathroom. We gave them the snowshoe room to work on last week. All of the walls have been insulated with blown in foam. A thermal vision device was used to check for “air leaks” after foaming in insulation. The air-tight sections have been the sheetrock and taped. A.R. Couture hired Kim Lambert to blow in fiberglass insulation. Also a mason will be coming soon to do brick work for the outside of the building.
- b. Project Status – Planning, Davis Bacon, Buy American, Godfrey/FEMA Work Status: The FEMA Project has been wrapped up for Tropical Storm Irene at Godfrey Dam. The BWW expenditure on this project was \$204,000 of which 75% is eligible for reimbursements. Also on the project status, Superintendent Viens has the final payment and close-out papers for Couture Construction’s contract for the Godfrey Dam Project. The final payment is \$27,183.⁰⁰. The other piece is that we are sitting on some additional engineering services costs from Provan & Lorber for \$7,600.00. If the Board approves of these two items, the RUD grant will be down to \$14,384.39. Superintendent Viens wants to use the \$14k for another separate engineering contract for the transmission line and close off the other Godfrey Dam contract with Provan & Lorber. It was approved by Commissioner Caron, seconded by Commissioner Poulin, with all in favor to authorize the Superintendent to sign off and make payments to Couture Construction and to Provan & Lorber. The Staff has been working on Davis Bacon requirements from DES. The information requested for Davis Bacon has been sent to Kathleen Bourette and should satisfy the requirements. We don’t believe we have a problem with buying American, but we need to provide our paper trail proof. The Planning Status is that we are trying to plan the transmission line and trying to work on the hydro project and Brown Farm Well and continued water line replacement.
- c. AFSCME’s negotiations – Rejected by Council – Review Status: Superintendent Viens informed the Board that Attorney Michalik was unavailable and nothing further has taken place with this item. The Board decided to table this until the next meeting.
- d. Under Other Old Business: Mayor Grenier asked about the work on Riverside Drive. He informed the Superintendent and the Board that he is having Public Works Director Mike Perreault put together a scope for manholes adjustments, etc. Superintendent Viens indicated that BWW remaining work is from 8th Street to 12th Street (2012), Noury and Providence Avenue (2012), and 12th to Providence (2013). This main street project should be completed in 2013.

Under New Business:

- a. Approve interest payments for February’s 1993, 1994 & 1995 Water Bonds: It was moved by Commissioner Poulin, seconded by Commissioner Caron,

with all in favor to make the water bond interest payments in the amount of \$56,506.²⁵.

- b. Proposal for new Radio Read Handheld and Radio Read Remotes: After discussing with the Board, it was moved by Commissioner Block, seconded by Mayor Grenier, with all in favor, to have the Superintendent proceed with the purchase of 200 Radio Read Remotes and Handheld in the amount of \$25,000.⁰⁰—from EJ Prescott.
- c. Keith Couture – 18 Twelfth Street – Water Damage Issue due to Balsam St water main break: Superintendent Viens will contact Mr. Couture to get at least two estimates and identify the scope. Both foremen have agreed that Mr. Couture’s basement was much worse than other homes that were damaged due to the break. The sewer line took in a lot of water and plugged and flooded his basement. His insurance company has offered him \$2,500. If we agree to help pay some of the expenses, we will have Attorney Michalik set up a disclaimer for Mr. Couture.
- d. NHDES Bacteria Violation – Drinking Water Notice: In the month of November, 2011, we had a violation for the Total Coli form Bacteria due to two sample failures. The failed samples were from City Hall and AV Hospital. NHDES rules process is to notify all of our customers if we have more than one failure which the office has done thru the media and individual mailings. The tests were re-taken and re-submitted to Eastern Analytical and the samples were fine. It is more than likely it was a sampling and /or testing error and not water quality. Superintendent Viens informed the Board that we are going to re-train our employees for sample methods.
- e. Upgrade Two-Way Radio System – Narrow Band - \$20k BWW: Superintendent Viens informed the Board that he has received two proposals, one from Radio North and the other from Ossipee Mountain Company. We are required to upgrade our system before the end of the year (2012) because the laws have change and technology needs to be digital. Superintendent Viens is working with Public Works Director Mike Perreault as his department also shares the same band with our current system. It was moved by Commissioner Block, seconded by Commissioner Poulin, with all in favor, to allow the Superintendent to move forward on this project. The total BWW cost for this project will be approximately \$16,000.
- f. Ductile Iron – Price Fixing – Class Action Suit: Superintendent Viens wanted to inform the Board that he received an e-mail from Andy Shape regarding several companies that have a potential claim for price fixing for ductile iron pipe fittings from January 2008 thru the present. We are in the process of checking with our “Bid” vendors to find if any purchases they may have made are from those companies.
- g. Hydraulic Model Upgrade – Proposed Provan & Lorber Contract: After discussing the upgrading of the BWW hydraulic model with the Board, it was moved by Commissioner Block, seconded by Commissioner Caron, with all in favor, to accept the proposal from Provan & Lorber in the amount of \$9,9300.⁰⁰ to upgrade our system.
- h. Godfrey Pipeline Upgrade Engineer – Proposed Provan & Lorber Contract:

As was previously discussed under Old Business, It was moved by Commissioner Poulin, seconded by Commissioner Caron, to allow the Superintendent to establish a new contract for Engineering with Provan & Lorber in the amount of \$14,000 for the transmission line.

- i. Other and Communications: The office informed Superintendent Viens of an upcoming property sale. The property at 223 Collins Street has two meters one for the home listed as 321 High Street, and the other for an apartment over a garage listed as 223 Collins Street. Data was provided by staff for combining the water billing to one account vs. leaving it as two meters and two separate accounts. The Board decided to leave the meters and accounts as is.

The Board agreed to hold their next regularly scheduled meeting at 12:00 noon, on Wednesday, February 15th, 2012 at their NEW 55 Willow Street Conference Room.

There were no public comments at this time.

Under Board comments, Commissioner Block would like the Superintendent to update the 7 year capital improvement plan. The Chairman also suggested that we review our Vision & Mission Statement at the same time. It was agreed that the Superintendent will provide the information and have a group work session with the Board.

The Superintendent informed the Board that there has been no progress on boring the railroad crossing. Also he informed the Board that the aquifer is actually deeper than our records indicated. The Brown Farm aquifer goes down about to 70 feet rather than 40 feet as previously thought. The Board has approved the hiring of a new salaried position. There is no requirement to post a salaried position and he would like to ask our seven hourly employees if they are interested. At this time, the Mayor said that he would make some phone calls regarding the St. Lawrence and Atlantic Railroad regarding the process of boring under the railroad tracks. Commissioner Poulin also stated that he spoke with SLARR employee Thomas Mckenna regarding the situation.

The Board did not enter into a non-public session.

There being no further business to come before this meeting at this time, it was moved by Commissioner Caron, seconded by Commissioner Poulin to adjourn this meeting.

The meeting did so adjourn at 1:45 pm.

A True Record:

Attest: _____
Paul Poulin, Clerk of the Board